

Substantive Change Notification Form

Please use this form to describe a substantive change which alters the scope and/or has an impact on the institution's ability to meet the ACSI Standards. The institution must submit this report within 60 days of the change to the appropriate ACSI Divisional Office. Certain changes may require an on-site visit and report in order to approve the change. Changes must be approved by the Divisional Commission prior to being included under the school's accredited status. Dually accredited schools may also need to complete the other agency's substantive change process. Please check with the other agency or with the Divisional Accreditation Office.

School Name: _____ Date: _____

School Address: _____

Contact Person: _____ E-mail Address: _____

1. Describe changes, if any, in the school's profile (demographics, enrollment, faculty, etc.) since the last accreditation:

2. Describe the nature and reason for the proposed change (you may attach documents and supporting materials, as needed):

3. Discuss the implementation of the change:

4. Summarize the impact the change will have on the following:

a. School organization as a whole:

b. Students:

c. Other Stakeholders:

5. Discuss how the change will impact future planning for the school:

Report prepared by: _____

Signature/title